

**ARIZONA DEPARTMENT OF WATER RESOURCES
OFFICE OF WATER ENGINEERING
Dam Safety & Flood Warning**

EMERGENCY ACTION PLAN (EAP) REQUIREMENT CHECKLIST

Revised July 2003

Dam Name: _____

Dam No.: _____

Owner: _____

Reviewed by: _____

Date Reviewed: _____

Meets Minimum Requirements: ☐ Yes ☐ No

Present	Adequate	Minimum Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Coordinated EAP Development</u> – The EAP must be developed through close coordination between the dam owner, local emergency response agencies, local emergency management agencies, and any other entities with responsibilities delineated in the EAP. [Ref. AAC R12-15-1221(C)]</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Notification Flow Chart(s)</u> – The EAP should include procedures showing the hierarchy for notification in an emergency situation at the dam, including priority of notifications, and a specific procedure for each emergency situation that is anticipated. Notifications should include local emergency response agencies, affected downstream populations, county emergency management agencies, and affected flood control districts. [Ref. AAC R12-15-1221(A)(1 & 5)] (See Figure II of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>General Information</u>– The EAP must describe the physical characteristics of the dam, any identified safety deficiencies, provide inflow and outflow hydrologic information, and the intent of the EAP. [Ref. AAC R12-15-1221(A)(2)] (See Section 2.0 of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Location Map</u> – A map showing the location of the dam and surrounding geography. [Ref. AAC R12-15-1221(A)(2)] (See Figure III of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>

Present	Adequate	Requirement
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Delineation of Responsibility</u> – The EAP should delineate areas of responsibility, particularly the dam owner’s, to ensure effective and timely action. The individuals responsible for:</p> <ul style="list-style-type: none"> ○ Monitoring the dam during normal operations, major storms, emergency situations, and following earthquakes; ○ Implementing the notification flow chart(s); ○ Declaring and terminating emergency situations; etc. <p>must be clearly identified. [Ref. AAC R12-15-1221(A)(4)] (See Section 3.0 of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Emergency Detection, Evaluation, Classification, and Action</u> – The EAP must classify specific types of emergency situations, evaluation procedures, and triggering events that require the initiation of partial or full emergency notification procedures based on the urgency of the situation. [Ref. AAC R12-15-1221(A)(3)] (See Sections 4.0 and 5.0 of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Emergency Remedial Actions</u> – The EAP should identify specific remedial actions that may prevent or reduce the consequences of dam failure. [Ref. AAC R12-15-1221(A)] (See Section 6.0 of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Emergency Remedial Resources</u> – The EAP should identify emergency supplies and resources, equipment access to the site, and alternative means of communication. [Ref. AAC R12-15-1221(A)(6)] (See Section 7.0 of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>

Present	Adequate	Requirement
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Inundation Area(s)</u> – Inundation maps show the areas that would be subject to flooding due to spillway flows, significant outlet flows, and dam failure(s). For most dams these would typically include three maps:</p> <ul style="list-style-type: none"> • “Sunny-day” dam failure • Dam failure during the probable maximum flood • One or more significant spillway discharges <p>A technical report documenting the spillway flow and dambreak inundation studies must be submitted to the Department for review. [Ref. AAC R12-15-1221(A)(7)] (See Section 8.0 of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Approval Sign Off</u> – A sign of sheet should be included which contains signatures of those responsible for implementing the EAP. [Ref. AAC R12-15-1221(A)(4)] (See Appendix I of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>EAP Updating and Mock Exercises</u> – The EAP should identify preparedness activities such as annual full or partial mock exercises and annual updates. [Ref. AAC R12-15-1221(A)(6)] (See Appendix II of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>EAP Distribution List</u> – A list should be included that details all locations in which the EAP has been distributed to allow for future updating. [Ref. AAC R12-15-1221(D)] (See Appendix III of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Incident Report</u> – A worksheet should be included which will be completed after any potential or actual emergency event. [Ref. AAC R12-15-1218(F)] (See Appendix IV of Model Emergency Action Plan Form)</p> <p><i>Review Comments:</i> _____</p>